



Injury and Illness Prevention Program

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Section I

INJURY AND ILLNESS PREVENTION PROGRAM

As Mandated by California Senate Bill 198 and Enforced by Cal-OSHA under the General Industry Safety Orders Section 3203.

3203. Injury and Illness Prevention Program.

- (a) Effective July 1, 1991, every employer shall establish, implement and maintain an effective Injury and Illness Prevention Program. The Program shall be in writing and shall, at a minimum:
 - (1) Identify the person or persons with authority and responsibility for implementing the Program.

SAFETY MANAGER

The person with the authority and responsibility for our company Injury and Illness Prevention Program is Everett McLean, who has been given the full support of management. Whenever and wherever appropriate, the IIPP Safety Manager may delegate safety-related duties to managers, supervisors, or employees.

We have already committed our company resources toward building and maintaining an effective Injury and Illness Prevention Program. This commitment is backed by strong organizational policies and procedures, as outlined in this IIPP manual. It is the responsibility of all managers, supervisors and employees to understand and follow all aspects of this Illness and Injury Prevention Program.

ACCOUNTABILITY FOR SAFETY

We are convinced that everyone's acceptance of our company safety policy is the first step toward reducing work-related injuries. However, this task can only be meaningful and effective when we succeed in getting all of our employees to work at all times under a "safe work" policy. It is our aim to make all GreenTeam/Zanker employees subscribe to "safe work" standards at all times. Only by insisting on full safety accountability, can we be sure that the company IIPP policy is being followed.

Safety accountability will succeed only when all employees are convinced that it is their responsibility to make every employee in the company accept our safety policy. We feel that when all employees are held accountable for their safety performance, the result will be a reduction in work-related injuries. Conversely, we believe that when employees are not held accountable for their own actions, they will not accept safety as being part of their job.

Safety responsibilities include, but are not limited to the following:

Management

Ensure corporate safety policies are established in order to provide a reasonably safe place to work for all employees. Define safety responsibilities for all employees. Delegate responsibilities and provide the means necessary for employees to accomplish their safety objectives. Measure and review progress on a regular basis to determine whether safety policies are accomplishing their intended objectives.

Safety Manager

Oversee implementation of corporate IIPP policies. Develop policies and procedures for the administration of an effective, corporate-wide accident prevention program. Manage and measure progress of the accident prevention program. Acts as program administrator and provide consultation on safety, health, and regulatory compliance for management as well as employees. It is the Safety manager's responsibility to stay abreast of applicable safety concerns and regulatory requirements. Keep management informed of any safety or applicable regulatory compliance concerns. Coordinate monthly safety committee meetings.

Supervisor

Supervisors are responsible for ensuring the safety of employees under their direction. It is from these personnel that the line employee takes his/her instructions regarding safety and accident prevention. This person is directly responsible for the oversight and training of the employee. The Supervisor is the front line Safety Officer and has the responsibility to uphold company safety policies and procedures. In addition to the overseeing and training of the employees, the supervisors will conduct monthly safety inspections of their areas. They will also conduct accident investigations in coordination with the Safety Compliance Manager. Documented records of training meetings, inspections, disciplinary actions, and accident investigations will be maintained indefinitely with copies turned over to the Safety Manager before each monthly safety committee meeting.

The Employee

The Injury Prevention Program is largely directed toward the safety of all employees. The employee is expected to work safely as part of a team made up of his/her supervisor and fellow employees. All employees will receive the safety training and equipment necessary for performing their assigned task in a safe and healthful manner. Rules and standards for employees will be publicized and provided to employees in writing. A system for enforcement and compliance with safety policies and procedures is in place and is a condition of employment. No employee is permitted to perform any task which he or she feels is unsafe, is in violation of recognized regulations, or is unqualified to perform.

INJURY AND ILLNESS PREVENTION PROGRAM POLICY STATEMENT

It is the policy of GreenTeam/Zanker to provide all employees with a reasonably safe place to work, free of recognized and unnecessary hazards. Every employee is expected to use their equipment in a safe and acceptable manner, to follow established safety policies and procedures and to use common sense rules of safety.

Our objective is for every employee to be able to complete their work without injury to themselves, to others, and without damage to equipment and property. To achieve this it will be everyone's job to eliminate or minimize unnecessary job hazards. Managers, supervisors and employees are expected to cooperate fully to achieve these objectives. Any violation of safety policies or procedures will not be tolerated, and disciplinary action will be forthcoming.

All employees should report unsafe conditions, so that they can be corrected as soon as possible. An employee will not be discriminated against for bringing to the supervisor or management's attention any unsafe conditions or participating in any company safety activity. On the contrary, an effort will be made to reward meaningful safety suggestions and continued safe work practices.

Everett M^sLean has been designated our company IIPP Safety Manager, with the authority to establish and coordinate all related safety and health activities. Your continued cooperation with **Everett** to provide a reasonably safe place to work for all GreenTeam/Zanker employees is both expected and appreciated.

General Manager

Section II

EMPLOYEE COMPLIANCE WITH THE COMPANY ILLNESS AND INJURY PREVENTION PROGRAM

3203. Injury and Illness Prevention Program

- (a) (2) Include a system for ensuring that employees comply with safe and healthful work practices. Substantial compliance with this provision includes recognition of employees who follow safe and healthful work practices, training and retraining programs, disciplinary actions, or any other such means that ensures employee compliance with safe and healthful work practices.

POSITIVE RECOGNITION FOR EMPLOYEES WHO FOLLOW SAFE WORK PRACTICES

1. GreenTeam/Zanker evaluates safety in every employee's annual performance appraisal, including special recognition for long periods of "accident free" employment, meaningful safety suggestions, exemplary safety attitudes, etc.
2. Departmental and company-wide safety incentive programs are planned each year to heighten interest in safety and to make safety a "positive" aspect of every employee's job.
3. Safety bonuses may be presented to supervisors who meet or exceed the agreed upon safety performance objectives.
4. Safety awards may be given to employees as a part of the Safety Manager's recognition program for safe work practices and for avoiding work-related injuries.
5. Quarterly awards/annual awards may be given.
6. Safety recognition may be included in the Employee of the Month program.

DISCIPLINARY ACTION FOR SAFETY VIOLATIONS

Adherence to safe work practices is part of every employee's responsibility at GreenTeam/Zanker. Failure to comply with safe work practices will lead to some form of appropriate disciplinary action, depending on the seriousness of the infraction and the number of past occurrences.

All safety violations, whether verbal or written, will be discussed between the employee's immediate supervisor and the IIPP Safety Manager. Furthermore, their agreement and the facts involving the violation may be discussed at the monthly Safety Meeting to determine possible solutions to avoid reoccurrence or to communicate with employees about a possible safety hazard.

Section III

A SYSTEM FOR SAFETY COMMUNICATION WITH ALL EMPLOYEES

Section 3203. Injury and Illness Prevention Program

- (a) (3) Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to occupational safety and health including provisions designed to encourage employees to inform the employer of hazards at the work site without fear of reprisal. Substantial compliance with this provision includes meetings, training programs, posting, written communications, a system for anonymous notification by employees about hazards, labor/management safety and health committees, or any other means that ensures communication with employees.

SAFETY MEETINGS

Green Team/Zanker will hold monthly safety meetings in order to comply with the communication requirement of Section 3203 subsection (3). The meeting will be held by the Operations Manager and the Safety Manager and will include communication with employees on operations and safety-related topics. The meeting may also include discussion of accident and injury incidents. The meeting is meant to be an open forum for the discussion of these issues between labor and management with the goal of improving the workplace environment. The meeting will be followed by safety training according to the yearly Safety Training schedule. The schedule may be adjusted as necessary to accommodate any new hazards that require immediate attention.

WRITTEN SAFETY RULES

- Supervisors will meet with their employees on an individual or group basis, as frequently as necessary to discuss hazards associated with their jobs. The frequency of these meetings may depend on many factors, including employee turnover, purchase of new equipment, frequency of accidents, etc.
- Pre-planned employee safety training meetings will be as frequently as necessary to meet changing work conditions. At least one documented safety training meeting will be held each month, with records maintained by the Supervisor and Safety Manager.
- Safety posters, flyers, ad booklets are available from the Safety Manager to assist each supervisor in fulfilling their safety training responsibilities.

- The company Safety Suggestion Program is maintained by the Safety Manager to receive signed or anonymous comments, complaints and suggestions on any safety and health issue. The Safety Manager will review all safety suggestions and will pass the information along to the supervisors and ensure that appropriate action is taken.

REQUIRED EMPLOYER POSTINGS

- Is the CAL-OSHA Poster "Safety and Health Protection on the Job" displayed in a prominent location where all employees are likely to see it?
- Are emergency telephone numbers posted where they can be readily found in case of emergency?
- Where employees may be exposed to any toxic substances or harmful physical agents, has appropriate information concerning employees access to medical and exposure records, and "Material Safety Data Sheets", etc., been posted or otherwise made readily available to affected employees?
- Are signs concerning exiting from buildings, room capacities, floor loading, and exposures to x-ray, microwave, or other harmful radiation or substances posted where appropriate?
- Are other California posters properly displayed, such as:
 - Industrial Welfare Commission orders regulating wages, hours, and working conditions?
 - Discrimination in employment prohibited by law?
 - Notice to employees of unemployment and disability insurance?
 - Payday notice?
 - Summary of occupational injuries and illnesses posted in the month of February?
 - Name of the current Workers' Compensation carrier posted?
 - Name and address of the local industrial medical clinic with directions, posted hours of operation, etc.?
- Are all applicable warning signs in place and unobstructed?

Section IV

IDENTIFICATION OF HAZARDS

3203. Injury and Illness Prevention Program

- (a) (4) Include procedures for identifying and evaluating work place hazards including scheduled periodic inspections to identify unsafe conditions and work practices. Inspections shall be made to identify and evaluate hazards.
 - (A) When the Program is first established.
 - (B) Whenever new substances, processes, procedures, or equipment are introduced I workplace that represent a new occupational safety and health hazard; and
 - (C) Whenever the employer is made aware of a new or previously unrecognized hazard.
- (b) Records of the steps taken to implement and maintain the Program shall include:
 - (1) Records of scheduled and periodic inspections required by subsection (a)(4) to identify unsafe conditions and work practices, including person(s) conducting the inspection, the unsafe conditions and work practices that have been identified and action taken to correct the identified unsafe conditions and work practices. These records shall be maintained for one year.

SAFETY INSPECTIONS

Safety inspections are one of the most effective means of noting accident causes before they can cause injury or property damage. Its objective is to find unsafe conditions and observe unsafe work practices throughout work areas. The prompt correction of safety and health problems is one of the best ways for the company to demonstrate to employees a sincere interest in safety and accident prevention.

Inspections also help sell the concept of "safety" to our employees. Each time an inspection of work area is made, management's interest in safety is advertised. Regular work area inspections encourage individual employees to inspect their own work areas, and report deficiencies to their immediate supervisors.

Inspections should not be limited to searching for unsafe physical conditions, but should also include unsafe practices. It should be kept in mind that safety inspections are not conducted primarily to find how many things are wrong, but rather to identify those conditions or practices that pose elevated or unnecessary hazards to the employees. The following are some of the things to look for when making a safety inspection:

- Do employees operate equipment without training or authority?
- Are they working or operating machinery at unsafe speeds?
- Have machine guards been removed, or have guards or other safety devices been rendered ineffective?
- Do employees use defective tools or equipment? Are they permitted to use tools or equipment in an unsafe manner?
- Are they allowed to use their hands or body instead of using tools to do the job?
- Do they overload, crowd, arrange, or handle objects or materials unsafely?
- Do workers stand or work under suspended loads? Work near open hatches or open railings? Are they permitted to ride loads, or hop on vehicles in motion?
- Do employees repair or adjust equipment while it is in motion, under pressure, electrically charged, or containing dangerous substances?
- Is any employee seen not using the proper safety devices or personal protective equipment?
- Are there any other unsafe acts observed?
- Are employees lifting correctly and using material-handling devices correctly?

All employees are required to perform brief safety inspections of their applicable work areas each day to help ensure they are free of unnecessary hazards. In preparing for the inspection, the employees should consider all accidents for the past several months so that special attention will be given to those conditions and activities known to be accident producers. Supervisors are the primary enforcement function for ensuring that safe work practices are followed at all times and that safe working conditions are met.

Good housekeeping practices will eliminate many accidents in the workplace. The current customized GreenTeam/Zanker weekly cleaning checklist will be utilized by the supervisors to daily and weekly inspections of their areas to ensure that good housekeeping principles are practiced. However, concerns that are not identified on the checklist must also be identified, evaluated, and controlled.

The Safety Manager will make daily inspections of the facility. Each week the Safety Manager will generate an inspection report with any safety, health, or housekeeping issues noted, and action items assigned to remedy the issues. The General Manager, Operations Manager, and all Supervisors will receive a copy. A copy will also be kept on file. All efforts must be made to ensure that the action items are completed within one week of the day the report is generated. The Safety Manager will communicate with employees on any items that must be corrected immediately. Inspection items may also be addressed at biweekly operations meetings.

Section V

ACCIDENT INVESTIGATIONS

3203. Injury and Illness Prevention Program

- (a) (5) Include a procedure to investigate occupational injury or occupational illness.

PROCEDURES TO FOLLOW WHEN AN EMPLOYEE IS INJURED

- Immediately after the injured worker's emergency medical needs are met, their supervisor will begin completing the current GreenTeam/Zanker Accident Investigation and Analysis Report. Promptness is important, as accident facts are still fresh and the evidence is still intact. The precise procedures are listed on the report form.
- All accidents involving employee injuries or occupational illnesses will be discussed at the monthly Safety Committee Meeting. Special attention will be placed on the Supervisor's suggestions on "How to prevent a reoccurrence." Appropriate safety recommendations will be generated and applicable corrective action taken.
- For serious accident (death, hospitalization, amputation, etc.) Cal-OSHA will be contacted within eight (8) hours by the Safety Manager.

ACCIDENT INVESTIGATION AND ANALYSIS PROCEDURES

- The immediate supervisor of the injured worker will complete the accident investigation. If this responsibility must be delegated (due to vacation, illness, etc.), then the accident investigation will be conducted by the Safety Manager or designated representative.
- The investigation will be completed as soon after the accident as is practical. Every effort will be made to complete GreenTeam/Zanker's Accident Investigation and Analysis Report on the same day as the occurrence.
- The investigator will talk with the injured person as soon as possible after the accident (discussion in person is preferred, but telephone conversations are acceptable). The investigator should also talk with witnesses to the accident, or other employees who may have information about contributing factors or causes. The investigator should conduct all interviews with the intent of getting the facts and not placing blame. An open, inquiring demeanor will put the person being interviewed at ease.

- Listen for clues in the conversation, which could lead the investigator toward new evidence. Do not just look for the “immediate cause” of the accident; look for all the “contributing causes” which led to the occurrence.
- Take your time and do not rush the investigation. Do not accept the most superficial information just to get the report completed. Remember your report will be analyzed by the Safety Manager and by the Safety Committee. Any questions unresolved will be returned to you for answers... so do it right the first time.
- During the accident investigation phase, obtain as much information as possible, including documentation, photographs, statements, parts equipment, etc. Once this has been accomplished, analyze the information for contributing factors or causes.
- Look for both “unsafe conditions” and “unsafe acts”. In most accidents a combination of conditions and acts led up the injury. If you find an “unsafe condition” (i.e. broken ladder, oil on the floor, etc.) find out why that condition was allowed to exist without correction. If the immediate cause of the accident was an “unsafe act” (i.e. lifting incorrectly, horseplay, using equipment incorrectly, etc.), why was there not proper training or planning?
- Preserve all applicable evidence.

VEHICLE ACCIDENT PROCEDURES

If you are involved in an accident while driving a Company vehicle, the following procedures are to be followed:

1. Accidents must be reported immediately to your supervisor, regardless of how minor.
2. Radio to call out “Dispatch, I have an Emergency”
 - a. The nature of the incident (i.e. what type of accident)
 - b. Name
 - c. Truck #
 - d. Location
3. All other drivers, if you hear an “Emergency, 911” please stay off the radio until the incident communication is completed.
4. **STOP.** Do not leave the scene until cleared by your supervisor.
5. Cooperate with the other party in a professional manner and identify yourself when asked. Do not volunteer information regarding the incident to the other party.
6. Aid the injured, or assist others in aiding the injured.

7. Protect the accident scene. Try to keep the other party at the accident scene until law enforcement officers, Fire Dept., PG & E, your supervisor or the adjuster arrive.
8. Do not move vehicles involved unless instructed to do so by law enforcement officers or unless they pose a greater danger of causing a secondary accident. **Do not direct traffic.**
9. Make sure that all necessary information is obtained. Use the accident Report Kit to get information. (Please keep the report kit for your supervisor only.)
10. Do not admit fault. Likewise, do not blame the other driver.

Cooperate with law enforcement officers when completing the accident report.

ACCIDENT INVESTIGATION ANALYSIS HINTS

- Realize that the purpose of your investigation and analysis is not to fix blame for the accident, nor to find a quick and simple answer. The purpose of your work is to prevent this type of accident from ever happening again.
- When looking into the immediate or secondary causes of the accident do not use such expressions as: "careless", "worker should have been more careful", and the like.
- Be aware the report may be used in legal procedures.

Section VI

CORRECTING WORKPLACE HAZARDS

3203. Injury and Illness Prevention Program

- (a) (6) Include methods and/or procedures for correcting unsafe or unhealthy conditions, work practices and work procedures in a timely manner based on the severity of the hazard:
 - (A) When observed or discovered; and,
 - (B) When an imminent hazard exists which cannot be immediately abated without endangering employee(s) and/or property, remove all exposed personnel from the area except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition shall be provided the necessary safeguards.

"THERE IS NO JOB SO IMPORTANT THAT IT CAN'T BE DONE SAFELY!"

In this company, it is understood that all managers, supervisors, and employees will follow "safe work" practices. Therefore, everyone working for GreenTeam/Zanker will accept our "Safe Work" policy. There will be no exceptions.

Safety suggestions, whether verbal or hand-written, are encouraged by all, no matter what the employees' position. There will be no discrimination against any employee who alerts supervisors of a safety concern. Any manager or supervisor who takes action against any employee for reporting safety concerns will be severely disciplined. All of this is done to encourage a "positive" environment for safety at GreenTeam/Zanker. Managers or supervisors will respond to any employee reporting a safety concern or making a safety suggestion.

Section VII

EMPLOYEE SAFETY TRAINING

3202. Injury and Illness Prevention Program

- (a) (7) Provide training and instruction;
 - (A) When the program is first established;
 - (B) To all new employees;
 - (C) To all employees given new job assignments for which training has not previously been received;
 - (D) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
 - (E) Whenever the new employer is made aware of a new or previously unrecognized hazard; and,
 - (F) For supervisors to familiarize them with the safety and health hazards to which employees under their immediate direction and control may be exposed.
 - (G) Documentation of safety and health training required by subsection (a) (7) for each employee, including employee name or other identifier, training dates type(s) of training, and training providers. This documentation shall be maintained for three (3) years.

REQUIRED TRAINING FOR NEW AND TRANSFERRED EMPLOYEES

All new or transferred employees will receive applicable orientation and training before permitting them to perform any work. This orientation and training will include but not be limited to a review of:

- GreenTeam/Zanker IIPP
- Safe Work Practices
- Hazardous Materials Safety Program (Hazard Communication Standard)
- Ergonomics and Material Handling Program
- Personal Protective Equipment Program
- Emergency Response Procedures Program (Emergency Action Plan)
- Fire Protection Procedures
- Accident Reporting Procedures
- Special Hazards of their Work
- Powered Industrial Truck Program (affected employees only)
- Fleet Safety (affected employees only)
- Forklift Safety (affected employees only)

- Bloodborne Pathogens (affected employees only)
- Lockout/Tagout Procedures (affected employees only)
- Respiratory Protection Standard (affected employees only)
- Confined Space Entry Program (affected employees only)

Appendix A

CODES OF SAFE PRACTICES

It is the policy of Green Team/Zanker to protect employees from accidents. Workplace safety requires the participation of every employee. Managers and supervisors shall ensure that all employees observe safety rules and practices and take action as is necessary to obtain compliance. Failure by an employee to comply with safety rules will be grounds for corrective discipline in accordance with the Injury and Illness Prevention Plan.

SAFETY RULES FOR ALL EMPLOYEES

- No employee is permitted to perform any work for which he or she feels is unsafe or in violation of safety regulations, or is not qualified to perform.
- Report any condition or practice to your supervisor that you consider to be unsafe or in violation of safety regulations.
- Notify your supervisor whenever you are taking any prescription medication that may interfere with your daily work assignments.
- Operate only the equipment on which you have been instructed and trained. When operating the equipment follow only company-approved operating instructions.
- Horseplay and practical jokes are prohibited.
- Report all accident and any near-miss incidents to your supervisor immediately, whether or not anyone is injured.
- Familiarize yourself with all department and company health and safety rules.
- Always dress properly for your job. Use all necessary personal protective equipment.
- Inspect your equipment daily. Repair or replace defective equipment.
- Before using any electric equipment, be sure it is grounded with a three-wire plug or double insulated.
- Remove all tripping hazards from aisle ways and walkways.
- Never handle electrical equipment with wet hands or while standing on wet surfaces.
- Smoke in only those areas that are designated as smoking areas. Always use the provided ash containers.
- Fire doors, fire extinguishers, sprinkler heads, fire hoses, eyewashes, electrical panels, and exits must always be kept clear for use.
- Be sure that the ladder you use is safe. Inspect the ladder. Be sure that it is sturdy and firmly set at a safe angle. Metal or aluminum ladders must not be used while working on or near electrical equipment.
- When working on a ladder avoid stretching to reach to the side. Take time to properly move the ladder.
- Always use the handrails when going upstairs or downstairs.
- Obey all warning signs.
- Do not wear bracelets or other jewelry, including rings, which could be caught in moving equipment.
- Make sure machinery nip, pinch, and shear points are properly guarded.
- Be sure all hazardous materials are properly stored and used.
- Read and comply with all MSDS requirements.

- Ensure all fall protection requirements are complied with.
- Lift properly – minimize bending, twisting, and reaching. Use material handling equipment whenever applicable.

PERSONAL PROTECTIVE EQUIPMENT

Employees should be required to comply with the following safe work practices to the extent applicable.

- Employees must wear or use all PPE as directed by the employer when workplace hazards are present;
- Employees must exercise care with respect to PPE, including proper adjustment, sanitation, cleaning and safeguarding to assure its continued availability;
- PPE should be properly fitted and adjusted during use to assure maximum effectiveness against hazards;
- Protective clothing, gloves and other bodily protection must not be worn in a loose fitting manner that could get caught on moving machinery or equipment; and
- Employees must immediately report any problem associated with PPE including malfunction, discomfort, ineffectiveness, unsanitary condition or loss.

HOUSEKEEPING AND SANITATION

- All premises occupied by GreenTeam/Zanker's personnel will be maintained in a clean, healthy, and sanitary condition.
- Work areas, passageways and stairs in and around building and structures shall be kept clear of debris. Material storage areas and walkways on the site shall be maintained free of obstruction and debris. Slip, trip, and fall hazards shall be controlled.
- Combustible debris accumulated within the building or structure shall be removed promptly. Flammable or hazardous wastes shall be placed in closed metal containers separate from the normal debris.
- In the event of the discovery of potentially infectious materials, such as discarded needles or bloody debris, work shall be stopped immediately and the supervisor or Safety Manager shall be notified.

ELECTRICAL SAFETY AND MACHINE GUARDING

Electrical Safety

All power sources are potential sources of danger. Shock is the primary hazard associated with electricity. Shock occurs when you enter into the conductive pathway of electricity in some manner.

- Only qualified personnel who have attended and passed Green Team/Zanker's Lockout/Tagout program training may work on energized equipment.

- Personnel must follow the proper Lockout/Tagout procedures at all times.
- Personnel must be familiar with proper use of special precautionary techniques, PPE, insulating and shielding materials, insulated tools.
- Ways of preventing personnel from electrical shock include:
 - Work on equipment in a de-energized state. Disconnect the equipment from the power supply. Lock out and tag any potential source that could be re-energized.
 - Grounding of equipment – The ground wire is the third wire on three prong plugs. Equipment can also be grounded by a separate wire attached I metal parts of that equipment.
 - Use of double-insulated tools – These tools do not need to be grounded because they are encased in non conductive material that is shatterproof and have a layer of insulating material isolating the electrical components from the metal housing.
 - Use of a ground fault circuit interrupter – This device will break the circuit when it detects low levels of current leaking into the ground. It is fast acting to keep the size of the current and duration so low that it cannot product serious injury.
- Portable ladders must have non-conductive side rails.
- Conductive articles of clothing (ex. Jewelry) may not be worn unless they are rendered non-conductive through insulating them.
- Employees may not perform housekeeping duties at close distances to energized parts unless adequate safeguards are provided; electrically conductive cleaning equipment cannot be used unless procedures are used to prevent electrical contact.
- Only qualified people can remove electrical safety interlocks and then only temporarily while working on equipment.
- Cords must be inspected before use for signs of damage. If found damaged, cannot be used.
- Employees' hands may not be wet when plugging in.
- Portable equipment and flexible cords used in highly conductive work locations shall be approved for that application.
- Attachment plugs and receptacles may not be connected or altered in such a way as to prevent continuity of grounding.
- Attachment plugs may not be altered to allow the grounding pole of a plug to be inserted into the slots intended for connection to the current carrying conductors.
- Electric power and lighting switches-routine opening and closing of circuit under load can only be done with load rated switches circuit breakers, or other devices specifically designed for this purpose except in cases of emergency.
- If a protective service operates, it shall not be reset until the equipment and circuit can be safely energized.
- Over-current protection shall not be modified for any reason beyond limits set forth in Cal-OSHA Safety Standards.
- All test equipment will be visually checked prior to use.
- All test equipment must be rated for use on the circuits to be tested.

Machine Guarding

- If a guard is on a machine, it should not be removed or bypassed. If misadjusted, it should be reported to a supervisor;
- Know how guards and other safety devices function and how to inspect them;
- Follow proper operating procedures for machinery. Take no shortcuts in any step-by-step procedure;
- Keep hands away from moving machine parts and out of points of operation;
- Avoid wearing loose fitting clothing, long hair or jewelry around moving parts of equipment. Gloves also may be inappropriate in such situations;
- Adjust shields properly on points of operation if chips or other eye or face hazards are present; and
- Assure that there are no slipping or tripping hazards around machinery.

MATERIAL HANDLING SAFETY

Employers need to make sure materials handled by forklifts (pallet loads), are not moved and stored in such a way as to pose a hazard to the operator, other personnel, or to the facility. Material handling requirements are subject to Cal/OSHA standards, and specify the following safe work practices:

- The load of material on rack systems, floors and platforms must not exceed the safe carrying capacity of the supporting structure. Employees must comply with load ratings posted;
- Material cannot be stacked or stored in a manner that would result in its collapse, or result in material falling;
- Material must not be stacked or stored at a level that obstructs the safe operation of fire suppression systems (sprinkler heads);
- Material may not block aisles and means of egress;
- Trucks or rail cars being unloaded at loading docks or other locations must be chocked, and brakes locked in place;
- Ramps (dock boards or bridge plates) to enter trucks or rail cars must be able to support the intended load, secured to the vehicle/dock, and in good repair; and
- Conveyor and roller systems must be guarded as required, in good repair, secured, and ends designed to brake movement of materials.

PORTABLE LADDER SAFETY

Employee Safe Work Practices

- Always face the ladder when climbing and descending.
- Do not stand on the top three rungs of an extension ladder or the platform of a stepladder.
- Do not use a damaged ladder.

- When using an extension ladder, place it at a 75° pitch, extend it 3 feet above the landing, tie it off and block its footings.
- Do not use metal ladders around electrical systems or for electrical work.

Items Subject to Periodic Scheduled Inspections

- Do employees follow safety rules for ladder use?
- Are any ladders in disrepair or damaged?
- Are there ladders improperly suited for their use (for example, metal ladders used for electrical work)?
- Portable metal ladders should be legibly marked with signs reading “CAUTION – Do Not Use Around Electrical Equipment” or equivalent wording.

HAND TOOLS AND EQUIPMENT SAFETY RULES

- Know your hand tool and hand power tool applications and limitations.
- Do not use tools that are faulty in any way. Exchange them for safe tools immediately.
- Hold chisels so that your knuckles will be protected in case the hammer misses the head. Vise grips or similar holding devices should hold chisels being struck by others.
- Never strike a chisel with a claw hammer or other tempered tools.
- Do not use a screwdriver as a chisel.
- Before using sledges, axes or hammers, be sure the handles are securely fastened with a wedge made of sound material.
- Do not use a handle extension on any wrench.
- Files should be equipped with handles and should not be used as a punch or pry.
- All power tools are to be plugged into a grounded outlet.
- Do not use power tools in damp, wet and/or explosive atmospheres.
- Keep all safety guards in place and in proper working order.
- Use clamps or vises to secure work pieces.
- Do not force hand power tools. Apply only enough pressure to keep the unit operating smoothly. If overloading occurs, relieve the pressure.
- Do not lift, lower or carry portable electrical tools by the power cord.
- If you are working above other employees where handling portable power tools is a problem, the tool may be hung from a stable object
- Only those personnel authorized by their supervisor shall use power tools.
- Return all tools and other equipment to their proper place after use.
- Unplug all power tools before changing bits and/or grinding disks.
- Never leave chuck keys in the tool during operation.

VEHICLE SAFETY

- Management should support activities of supervisors to implement vehicle safety.
- The driver safety program should include driver selection, training and performance standards.

- Background verification for employees who are required to operate a company vehicle on a regular basis to determine past driving records, possession of a valid driver license and accident history should be conducted.
- The person responsible for the injury and illness prevention program should establish a system of accident reporting and investigation including cause analysis and appropriate retraining as necessary, consistent with other accident/citation investigation in procedures and hazard abatement measures in the employer's injury and illness prevention program.
- The employer should establish a systematic vehicle maintenance and inspection program.

Employee Safe Work Practices

Driving an automobile is an activity requiring exercise of the greatest care and attention. It requires the driver to conscientiously assume a sense of responsibility during the act of driving. In the exercise of this responsibility, it is important that every driver conform to traffic laws and rules of the road. In addition, drivers should protect themselves and passengers by requiring the wearing of seat belts and driving responsibly, defensively and courteously.

Vehicle Operation Safety Rules

Employees who operate the employer's vehicles or a personal vehicle for business purposes, must observe the following safety rules:

- Always comply with all vehicle safety laws while operating a company or personal vehicle for business purposes.
- Do not operate any vehicles while under the influence of alcohol or drugs.
- Always inspect and use all vehicle safety equipment such as seat belts, airbags, turn signals, brake lights, headlights, mirrors, etc.
- Do not allow unauthorized personnel to drive company vehicles.
- Drive defensively by following these practices:
 - Look ahead and try to anticipate any potential hazards before you reach them.
 - Always allow enough space between you and the vehicles ahead.
 - Be aware of the traffic around you and anticipate its movement.
 - Leave yourself an out. Always leave room to slow, stop or turn to adjust to possible traffic conflicts.
 - Always travel at a speed that is safe for existing conditions.
 - Make yourself seen. Use your lights, turn signals and horn to communicate your intentions.
- Always exercise caution when operating a vehicle in adverse weather conditions such as rain, icy road or high wind conditions.
- Factors such as stress, lack of rest or emotional upset can affect your ability to operate a vehicle safely, so avoid driving, to the extent possible, during such periods.
- Report all accidents to your vehicle safety coordinator immediately.

WORK SURFACE AND WORK SPACE SAFETY

All employees must comply with the following safe work practices:

- Practice good housekeeping in work areas under your control. Do not allow debris, tools or other materials that may be a tripping or slipping hazard accumulate on work floors and surfaces.
- Clean up spills of water, oil or any other material immediately or take other approved actions to prevent slipping and other accidents.
- Floor openings that are protected by covers, railings or other guards must not be left open while unattended.
- Anytime a movable guard of any type is removed, replace it upon completion of the work task.
- Know the means of egress from your work area in an emergency and an alternative route.
- Do not block aisles or means of egress (including doors) with any object or material being stored, even temporarily.
- Do not obstruct any piece of emergency equipment including fire extinguisher, eye wash, safety shower, etc. or an electrical or power control panel with any material or other object.
- Report any unsafe work surface or work area hazard to your supervisor or the person responsible for injury and illness prevention. Examples include: spills which have not been cleaned up, projections into aisles, tripping hazards, unguarded falling hazards, etc.

SECURITY AND VIOLENCE PREVENTION

Employee Safe Work Practices

Employees should be required to comply with the following safe work practices to the extent applicable:

- Surrender money or any other items of value demanded by a threatening assailant.
- Know how to call for emergency assistance from other employees, building security, or public officials.
- Know how all alarm systems, security locks and panic buttons work and their locations, and use these devices as instructed.
- Know how to evacuate from any area in the office, plant or other buildings.
- Lock doors after regular business hours, even if not required during working hours. Never grant access to an unauthorized person even if you know them.
- Wear your identification card or badge at all times and report missing or lost cards or keys immediately.
- Never loan your access card or keys to anyone.
- Report any unauthorized access or suspicious activity to your supervisor or person responsible for injury and illness prevention or security officer.

- Avoid being alone in offices and other workplaces where intruders are a possibility. Follow the buddy system.
- Always look outside before leaving during non-business hours. Use a well-lit route and park in a well-lit area.
- Be sensitive to agitated customers, employees or other persons who may become violent. Report all such incidents to your supervisor, other employees and the person responsible for injury and illness prevention.
- Be attentive to co-workers and others who express concern about their personal safety. Attempt to learn about potentially violent intruders and discretely report the concern.

FLAMMABLE AND COMBUSTIBLE MATERIAL SAFETY

- Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the work site promptly?
- Is proper storage practiced to minimize the risk of fire, including the danger of spontaneous combustion?
- Are only U.L. Listed or FM approved containers and tanks used for the storage and handling of flammable and combustible liquids?
- Are all flammable liquids kept in closed containers when not in use (i.e. parts cleaning tanks, pans, etc.)?
- Are bulk drums of flammable liquids grounded, and also bonded to containers during dispensing? Do storage rooms for flammable liquids have U.L. Listed "explosion-proof" lights and other electrical fixtures?
- Do storage rooms for flammable liquids have U.L. Listed "explosion-proof" lights and other electrical fixtures?
- Do storage rooms for flammable liquids have U.L. Listed mechanical or gravity ventilation?
- Is liquefied petroleum gas (LPG) stored, handled, and used in accordance with safe practices and standards?
- Are "NO SMOKING" signs posted on or around liquefied petroleum gas tanks?
- Are liquefied petroleum storage tanks guarded to prevent damage from vehicle?
- Are all solvent wastes and flammable liquids kept in fire-resistive, covered containers until they are removed from the work site?
- Is vacuuming used whenever possible rather than blowing or sweeping combustible dust?
- Are flammable gas cylinders and oxygen cylinders separated by a twenty-five foot distance, or separated by a 30-minute fire rated barrier?
- Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?

Class A ... Ordinary combustible material fires.

Class B ... Flammable liquid, gas or grease fires.

Class C ... Energized-electrical equipment fires.

- Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 25 feet of any inside storage area for such materials?
- Are all extinguishers free from obstructions or blockage?
- Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- Are all extinguishers fully charged and in their designated places?
- Where sprinkler systems are permanently installed, are the nozzle heads so directed or arranged that water will not be sprayed into operating electrical circuit boards or equipment?
- Are "NO SMOKING" signs posted where appropriate in areas where flammable or combustible materials are used or stored?
- Are U.L. listed safety cans used for dispensing flammable liquids?
- Are all spills of flammable or combustible liquids cleaned up immediately?
- Are storage tanks adequately vented to prevent the development of excessive vacuum or pressure as a result of filling, emptying, or atmosphere temperature changes?